



HEREFORD SIXTH FORM COLLEGE LIBRARY ASSISTANT

SPECIFICATION	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> Experience of working in a Library or another front line service. Experience of Microsoft Office packages 	Experience of working within an educational environment Experience of working with young people
Qualifications	At least 4 GCSE passes (or equivalent) to include Maths and English Language	
Skills and Attributes	<ul style="list-style-type: none"> Ability to communicate easily with students and staff and maintain high standards of customer care Good all round IT skills Ability to work successfully on his/her own and as part of a small team Ability to work accurately and systematically Excellent oral and written skills Ability to handle simple numerical calculations Flexible and adaptable in relation to duties 	Previous experience of customer facing environments. Ability to carry out research tasks using both print and on-line resources
Other factors	<ul style="list-style-type: none"> Ability to lift, carry and shelve books 	
	<ul style="list-style-type: none"> Willingness to undertake Enhanced DBS check Willingness to undertake Safeguarding training. 	